

THE GAUHATI HIGH COURT AT GUWAHATI

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)
No.H.C.VIII-31/2019/ /AC Dated Guwahati, the 21st February, 2019.

Short Tender Notice

Deputy Registrar (Finance) Gauhati High Court, Guwahati on behalf of Registrar General, Gauhati High Court, Guwahati invites quotation for supply of High Court File Cover (Printed) and File Board to the Gauhati High Court, Guwahati for the year 2019-20. The last date for submission is 7th March 2019. Details may be seen at Gauhati High Court website (<http://ghconline.gov.in>) and in Gauhati High Court Notice Board.

By Order

sd -
Deputy Registrar (Finance)
Gauhati High Court,
Guwahati.

No.H.C.VIII-31/2019/ 3130 /AC Dated Guwahati, the 21st February, 2019.
Copy to :-

1. The Director of information & Public Relation (Janasanjog) Dispur, Guwahati,-06. He is requested to publish the Short Tender Notice in one of the issue of "The Assam Tribune" & "Asomiya Pratidin" and intimate this Registry regarding the publication of the advertisement.
2. The System Analyst/Programmer, Gauhati high Court, Guwahti. He is requested to upload the Notice in the High Court website immediately.
3. The Gauhati High Court Notice Board.

21/2/19
Deputy Registrar (Finance)
Gauhati High Court,
Guwahati.
BS
21/2/19

THE GAUHATI HIGH COURT AT GUWAHATI

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)
No.H.C.VIII-31/2019/ 3/33 /AC Dated Guwahati, the 21st February, 2019.

Notice Inviting Quotation

Sealed quotations affixing court fee stamps of Rs.8.25/-(Non-refundable) are hereby invited as per enclosed proforma at Annexure- 'A' from reputed firms/suppliers/authorized dealers having established shop within Kamrup (Metro) for supply of quality High Court file Covers (Printed) and File Board for the year 2019-20 to Gauhati High Court, Guwahati. The last date of submission of quotation is 7th of March 2019 (till 4.30 PM).

For any clarification kindly contact the Accounts Section, Gauhati High Court, Guwahati on any working day.

Terms & Conditions

1. The bidder has to quote for all the items in the Tender as a package and the comparative statement will be made as a package only. Bidders who do not quote for all the items as per the given tender specification are subject to be disqualification.
2. The firm should have experience of executing at least one single work of similar nature and annual transaction of the firm with Govt. departments or any other organization should not be less than Rs. 1,00,000/- (Rupees One Lakh) only. A certificate from the competent authority should be attached along with the Bid.
3. The Bidder must submit copies of their GST registration certificate and PAN Card from competent authority.
4. Rate quoted for each item will be final and no hike in price of any article will be considered during the contract period. Further, rate quoted in the Price Bid should be on door delivery at Gauhati high Court, Guwahati-1.
5. Tender once submitted will not be allowed to be withdrawn till finalization of the whole matter.
6. The successful bidder must submit earnest money of Rs. 5,000/- (Rupees Five Thousand) only in the form of Demand Draft/ Bankers Cheque drawn on any nationalized bank/ Schedule bank of India in favour of Registrar General, Gauhati High Court, Guwahati. The security amount shall be forfeited if the supplier fails to execute the order or fails to perform the service.
7. The Bidders may see samples of High Court File Covers and File Boards from Accounts Section for comparison. All bidders must furnish their own samples to the undersigned before bid closing date.

8. Delivery Conditions

- a. Time limit- Delivery must be made within 10 (Ten) days from the issue of the supply order. However, under certain condition maximum of 20 (Twenty) days from the date of order may be allowed.
 - b. Place of delivery- The Gauhati High Court, Guwahati (New and Old Block).
 - c. Safe Delivery – Defective or rejected articles or good damaged in transit will have to be replaced at the cost of supplier.
9. **GST deduction at source**: As per the order/notification of the Govt. of India/Assam will be applicable.
10. The acceptance of the quotation will rest solely with the Registrar General, Gauhati High Court, Guwahati, who is not bound to accept the lowest quotation and reserves the right to reject or accept any or all quotations without assigning any reasons.
11. The decision of the Registrar General, Gauhati High Court, Guwahati in all respect shall be binding and final.

21/2/19
Deputy Registrar (Finance)
Gauhati High Court,
Guwahati *BS*

21/2/19

THE GAUHATI HIGH COURT AT GUWAHATI

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

Last Date: 7th March 2019.

1. Name of the Bidder with Address : _____

2. Name of the contact person with mobile no.: _____

3. GST Registration no.: _____

4. Details of items:

Sl. No.	Item Name and specification	Unit	Rate in Rs. (without Tax)	Rate in Rs. (With Tax)
1.	File Cover Triplex Board with Print (Blue) with coated hole on the left side top corner) 10" x 14" as per sample	Pc.		
2.	File Cover Triplex Board with Print (Green) with coated hole on the left side top corner) 10" x 14" as per sample	Pc.		
3.	File Cover Triplex Board with Print (Orange) with coated hole on the left side top corner) 10" x 14" as per sample	Pc.		
4.	File Cover Triplex Board with Print (Red) with coated hole on the left side top corner) 10" x 14" as per sample	Pc.		
5.	File Cover Ivory Sheet with Print (White) with coated hole on the left side top corner) 10" x 14" as per sample	Pc.		
6.	File Board, Extra Thick Cloth Binding (Red/Green/Blue Flap), 10" x 14", as per sample	Pc.		

5. Any other information desired by Bidder: _____

Date :

Signature with Seal